

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Driver/Library Technician**

Dept: **Shipping**

Job Code Number: **10388**

Reports to: **Shipping Department Manager**

Grade Number: **8, Represented**

Effective Date: **March 2006**

FLSA Status: **Non-exempt**

General Position Summary:

Deliver library materials such as books; inter office mail, supplies, computer equipment and furniture to and from community libraries and the Service Center.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform. Deliver loads to a variety of work stations depending on materials flow of each library and service center operations.

1. Collect and load daily shipments into truck in the order of stops/delivery locations.
2. Drive the established/assigned route, delivering loads and picking up items, for return to the Service Center.
3. Make special arrangements, as needed to ensure quality library service, such as deliveries to institutional libraries and holiday deliveries to libraries outside KCLS.
4. Maintain records of materials transported between locations.
5. Maintain statistics on daily shipments.
6. Perform minor repairs to the vehicle and assure that proper fluid levels are maintained.
7. Inspect vehicle and report any malfunctions or service requirements to the Shipping Department Manager.
8. Drivers not assigned to a specific route may be more involved with receiving, sorting and staging materials for distribution to the libraries.

Secondary Duties:

1. Unpack and sort incoming shipments.
2. Arm and disarm security systems.
3. Secure buildings upon departure and report problems as appropriate.
4. Perform various clerical activities
5. Receive all types of freight including large shipments, verify items received, and deliver freight to appropriate location. Consolidate and stack pallets using a pallet jack.
6. Perform other related duties as required or as assigned.

Communication:

The position has on-going contacts with other KCLS staff members and occasionally with patrons. Contacts seldom contain confidential or sensitive information. Provides written driver's log, alarm incident report and vehicle maintenance log to communicate daily activities, and preventative and safety related issues regarding buildings and vehicles to library and department management personnel.

Initiative:

The position operates from specific and definite directions and instructions or from established and well-known procedures and is generally responsible for resolving problems directly related to assigned tasks. The position may be involved in identifying new and more efficient ways to perform job responsibilities. The position involves a moderate level of complexity and operates independently with minimal supervision. Responsibilities are repetitive with occasional variation from the norm. The position incumbent makes decisions within specific organizational policy constraints/guidelines.

Accountability:

The position encounters regular interruption requiring some degree of flexibility. The position foresees issues associated with own workload and identifies future needs for supplies, equipment and resources. Decisions typically affect the incumbent's productivity and effects library operations or service to its patrons. The supervisor, or the staff at the branch, occasionally monitors work. Mistakes made may affect personal productivity and may have some effect on library staff and the services provided to library patrons. Library staff depend on drivers to place shipments in the proper work locations to ensure efficient processing of materials for library opening. Shipments contain high volume of materials with a substantial financial impact if damaged or destroyed.

Leadership:

The position may provide general assistance to less experienced drivers and shipping pages.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma or GED equivalent.
- One year of verifiable experience driving trucks over 23,000 pounds GVW.

Necessary Knowledge Skills and Ability:

- Considerable knowledge of laws governing the operation of motor vehicles on public roads.
- Considerable knowledge of how to operate assigned vehicles.
- Considerable knowledge delivery area and alternate routes.
- Working knowledge of all delivery areas in which KCLS operates.
- Working knowledge of mechanical/electrical systems, and ability to perform maintenance on assigned vehicle.
- Considerable knowledge of safe driving practices.

Ability to:

- Anticipate the behavior, actions and reactions of other motorists and respond appropriately.
- Use interpersonal skills, common courtesy and tact when dealing with staff members.
- Work unsupervised, exercise self discipline and to take responsibility for personal actions.
- Work accurately and efficiently.
- Manage time to maximize productivity.
- Handle the physical aspects of the job such as sorting materials and loading and unloading trucks.
- Remain calm and poised in all driving situations.

Skill in:

- Maneuvering assigned vehicle safely and efficiently in a variety of traffic and weather conditions.
- Maneuvering assigned vehicle in narrow and restricted spaces.
- Organizing and sequencing shipments to maximize efficiency.
- Observing or paying attention to details.
- Arranging/sorting and loading materials to minimize multiple handling.
- Loading trucks to minimize damage to cargo.
- Safely and efficiently operating all other warehouse equipment.

**SPECIAL REQUIREMENTS**

The position requires a valid and clean Washington State driver's license. Candidates must successfully complete the KCLS Driver Training Program within the first three months of employment.

Position may require a forklift certification.

## PHYSICAL DEMANDS

The position requires constant visual acuity (close, distance, peripheral, depth, and focus) when operating motor vehicles. Frequent walking and sitting are required along with the need to pull and push up to 180 pounds and to lift and carry up to 20 pounds. The position also requires frequent kneeling, bending, reaching and feeling. The position requires occasional need to pull and push up to 450 pounds.

## WORK ENVIRONMENT

Work is performed both in and out of doors and some times is performed under adverse weather conditions. The work involves extensive driving, heavy lifting, working from high/precarious places and around moving mechanical parts. Work schedules typically include an 8-hour days with starting times ranging from 00:01 AM to 6:00 AM and may include Saturdays and Sundays and early morning and late evening hours at community libraries during non-open hours.

### Advancement Possibilities: Outreach Technician/Driver

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
HR Manager

Final: 7/1/01  
Revised: 1/1/02  
Revised: 11/01/02  
Revised: 03/06/06